

COUNTY OF SAN BERNARDINO
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**INSTRUCTIONS FOR COMPLETING CDBG PROJECT PROPOSALS
2004-2005 PROGRAM YEAR**

Make sure you have the appropriate proposal forms for your project. There are two proposal formats: Public Service Program Proposal (5 pages) and Construction and Other Community Improvements Project Proposal (8 pages). The proposal forms may be photocopied. If possible, use yellow paper for copying Public Service Program Proposal forms. **Submit only one copy of completed and signed forms for each proposal.**

INSTRUCTIONS

SECTION A:

- Complete all applicant information. If the applicant is an agency or group, identify an individual contact person in the organization who has authority to answer questions and receive official correspondence from the County.

SECTION B:

- Provide a condensed project description, in 25 words or less. Identify the proposed project, its purpose and the intended beneficiary population.
- For public service proposals, state how CDBG funds will be used to provide new or expanded services to a specific eligible clientele. Typical public service proposals include counseling, information and referral, education, shelter and other services that provide direct benefits to eligible recipients.
- For construction and other community improvement projects, identify the proposed facility; state how it will be used and by whom. Typical construction projects involve new buildings, rehabilitation of existing buildings, and infrastructure improvements such as curbs, gutters, sidewalks, storm drains, water and sewer lines. Other eligible community improvement projects include blight abatement, code enforcement, relocation, demolition, acquisition of real property and certain economic development activities.

SECTION C:

- Project Characteristics - Complete each applicable item to provide details necessary for ECD evaluation the proposal.

SECTION D:

- Project Budget - Estimate and itemize project costs. Itemize the proposed CDBG funding separate from other sources, as requested.

SECTION E:

- State the total amount of CDBG funds requested for the project.
- Identify the sources and total the amount of other funding represented in the project budget.
- This section **must be signed** by a person authorized to act on behalf of the Applicant Organization.

SECTION F:

Benefit Areas: Determine the geographic area(s) to be served by the proposed project. County CDBG funding can only be allocated to projects that will benefit residents of the cooperating cities listed in Part I, or the unincorporated areas described in Part 2.

- Identify the geographic area(s) that will receive benefits from the proposed project, and assign dollar amounts of the requested funding proportionate to the benefit each identified area would receive. The area of benefit may be a single area in Part 1 or Part 2, or it may include several areas. According to instructions from HUD, a minimum grant award amount is necessary to justify the burden of administering CDBG funded projects and programs. **As a result, the minimum dollar amount allowable to request from each cooperating city or unincorporated community is \$5,000.**
- Add the sub-totals from Parts 1 and 2, and enter the total at the bottom of this section as "Total Funds Requested". This amount should be consistent with Line 1 of Section E. For proposals to benefit the entire county an amount entered for each city and unincorporated area is not needed. Rather, fill in only the "Total Funds Requested" amount at the bottom of the page.

SECTION G: (Construction and other community Improvement Project Proposals Only)

- Provide all information requested in the Maintenance and Operation Commitment, and obtain an appropriate signature. The signatory must be an individual with authority to obligate the entity identified as being responsible for on-going maintenance and operation. (See County CDBG Program Guidelines for more information on maintenance and operation requirements.)
- Estimate annual expenses required to maintain and/or operate the CDBG improvement or facility. Itemize the maintenance and operation costs as needed to complete the budget form provided.
- List all planned sources of revenue to be used for maintenance and operation expenses. Note: maintenance and operation expenses are not eligible for CDBG funding.

ATTACHMENT A: (All Proposals)

- Use attachment A to provide a detailed description of the proposed project, its purpose, and its expected benefits. The description must demonstrate the need for the project, and explain how it meets at least one of the national objectives of the CDBG Program.
- Refer to the general information and guidelines concerning CDBG project eligibility on the information form "County CDBG Program Guidelines". Justify the CDBG funding request by addressing all relevant aspects of the project and beneficiary eligibility in the project description.

The application deadline for the 2004-2005 CDBG Program Year is: **December 11, 2003.**

Submit Proposals to:

County of San Bernardino
Department of Economic and Community Development
290 North "D" Street, Sixth Floor
San Bernardino, CA 92415-0040
Attn: Program and Compliance Section

Phone: (909) 388-0959

Fax: (909) 388-0929